

SECRET*LAS file copy
Suitland*

22 September 1967

MEMORANDUM FOR: Chief, Support Services Staff

THROUGH : Deputy Chief, Support Services Staff

SUBJECT : Coordination on Contract Employees for
Suitland Move

25X1 1. Coordination has been accomplished with the Office of Programming,
Planning and Budgeting [] and Office of Personnel,
Contract Personnel Division (Deputy Chief, [] The 25X1
proposal to hire two people under contract (at an approximate Grade 2
level) to work about ten months on the movement of records to the Suitland
Annex has been coordinated with [] 25X1

25X1 []
2. Concurrences are not required from PPB or CD. [] stated he 25X1
would interpret our intended time frame of less than one year, less than
40 hours per week for this move to Suitland to be "short-term" and "non-
25X1 recurrent" as required in [] commented that he had used
a general rule of about 90 days or 3 to 4 months as the meaning of "short-
25X1 term". But, he acknowledged that since the Office of the PPB developed the
regulation, then certainly [] interpretation of the regulation
satisfied the Contract Division. [] 25X1
had been completing all of the [] and submitting 25X1
such contracts to the Office of Personnel for review. He agreed that we
should follow the same procedure on these two contracts. [] 25X1
stated he would complete the contracting procedure as soon as he heard from
us.

3. It is recommended that the results of these coordinations be
discussed in the Office of the DDS with [] for his comment on our 25X1
proposed use of .01 funds and then communicated [] At that 25X1
point I believe we will have the necessary approval to phone [] 25X1
to proceed.

25X1

Chief, Records Administration Branch

Attachments: (3)

1. A & RC Proposal - 5 Sept 67
2. RAO Request - 8 Sept 67
3. RAO Research - 15 Sept 67

25X1 DDS/SSS/RAB [] (22 September 1967)

SECRET

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Missing Attachments